

Job Description - Carer

Main function of the job:

- Note in addition to these functions employees are required to carry out such duties as may reasonably be required
- To maintain care skill at a current level and undertake such training and development as may from time to time be required to maintain that currency of practice.
- To provide care in accordance with current best practice, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager, and within the financial plans agreed from time to time.
- The role of the Care Worker is to perform duties and tasks to enable our clients to continue living within the comfort of their own homes in a safe and secure way. To offer a level of care which promotes dignity, respect and choice.
- Supporting clients who may have a wide range of differing requirements and whose needs may range from companionship and domestic support to personal care.

What the role involves

Deliver Companionship & Personal Care to clients

- Deliver companionship and personal care in line with the client's bespoke support plan which is agreed and set out before we start delivering care. You will receive full training and support to undertake the duties within this role and this needs to be delivered within the guidelines set out in our policies and procedures.
- **Companionship duties may include:**
- Providing support and encouragement to empower the client to lead an independent lifestyle
- Providing companionship and conversation
- Shopping for the weekly essentials
- Meal preparation and cooking
- Joining and assisting in hobbies or crafts
- Light domestic tasks and general household duties such as cleaning, bed making, laundry and ironing
- Accompanying clients to appointments
- Driving clients to desired places
- Pet care
- Communicating with family, friends and other healthcare professionals on their behalf
- **Personal Care may additionally involve:**

- Assisting a client to get up, dressed and preparing them for the day
- Washing, bathing, showering, oral care, grooming
- Toileting including assisting with the use of a commode
- Continence management
- Assistance with eating
- Assisting with prescribed medication
- Use of moving and handling equipment (after training) if a client is unable to mobilise on their own.
- Working closely with other care professionals such as District Nurses and GPs
- Assisting clients to go to bed, including undressing and washing
- Be reliable and understand the necessity of not letting the client, colleagues or the Company down at short notice and leaving clients vulnerable.
- Recording and Reporting
 - To write and maintain accurate records of care on a daily basis.
 - To accurately complete Medication Administration Records (MAR charts) in accordance with policies and procedures where this is part of the care plan (once fully trained).
 - To report to the Line Manager or Supervisor if there are any changes or causes of concern in a client's condition.

Follow Policies and Procedures

- Maintain awareness, understanding and adherence to Company rules and policies and procedures as set out in the Employee Handbook.
- Treat all clients with respect and dignity and ensure they receive an equitable service.
- Maintain personal and client safety through adhering to proper Health & Safety procedures.
- Attend/complete mandatory training and be responsible for ensuring that mandatory training units are in date.

Personal Competencies

- To be able to commit to and attend all customer visits
- To be able to cope with emergency and difficult situations and seek solutions
- To be able to communicate effectively and develop effective working relationships with colleagues, families, clients, etc
- To be able to maintain high standards of care provision with compassion and empathy

Person Specification

- Genuine care, compassion and empathy
- Good level of spoken and written English
- Good understanding of what the role entails
- Ability to follow instructions
- Responsible and able to work unsupervised
- Able to cope under pressure
- Flexible availability
- Ability to reside in a client's home for an extended period (Essential for Live-in Care only)
- Have prior experience of care provision (Essential for Live-in care.)
- QCF Diploma Level 2 in Health & Social Care (or equivalent)

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